
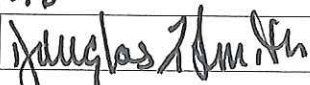

 NORFOLK Department of Police	Operational General Order OPR-110: Firearms		
	Office of Preparation: Office of Support Services (mar)		
	CALEA:	1.2.2, 4.1.2, 4.1.3, 4.1.4, 4.3.1a,b,c,d,e,f, 4.2.1a,b,c, 4.2.2, 4.2.4, 4.3.2, 4.3.3, 4.3.4	
LEGAL REVIEW DATE:	1/12/2018	PRESCRIBED DATE:	1.23.2018
City Attorney:		City Manager/Director of Public Safety:	
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:			

Purpose

The purpose of this order is to establish guidelines that govern the approval, maintenance, safety and use of firearms and ammunition by police officers in the performance of official police duties.

Policy

It is the policy of the Norfolk Police Department to promote the safe and efficient use of firearms, firearms accessories, and ammunition carried and used by sworn officers. The force used by Norfolk Police Department employees must be reasonable under the circumstances and is considered to be appropriate when "the officer has a reasonable belief" that such force is necessary.

Supersedes:

1. G.O. OPR-110, dated September 5, 2017
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Use of Firearms
- II. Firearms Display- Limitations and Prohibitions
- III. Carrying Firearms Aboard Commercial Airlines
- IV. Qualification with Weapons
- V. Approval of Firearms
- VI. Purchase of Back-Up Weapon
- VII. Maintenance, Inspection and Inventory
- VIII. Ammunition
- IX. Range Safety and Use
- X. Report and Review Procedure
- XI. Firearms Training

I. Use of Firearms

A. When Authorized (CALEA 1.2.2, 4.1.2)

An officer is authorized to discharge a firearm in connection with the performance of official police duties under the following circumstances:

1. Imminent Danger: To defend and protect oneself or another when the officer reasonably believes that he or she or another person is in imminent danger of death or serious physical injury.
2. Fleeing Felony Suspect: To apprehend a fleeing felony suspect when the officer has reasonable belief based upon personal knowledge of the offense involved and the surrounding circumstances to believe that:
 - a. The suspect has committed, attempted to commit, or is committing a felony offense involving use of violent physical force against a person; **and**
 - b. The suspect poses an IMMINENT THREAT of death **or** serious injury to the officer or other person(s).
3. To stop a vicious animal when the police officer has reasonable belief such animal poses a threat of death or serious physical injury to the police officer or other person(s).

Whenever reasonably practical:

- a. The shotgun will be used on vicious animals.
- b. The animal will be shot at a distance of between 5-15 feet.
- c. All shots will be directed downward, angled toward the ground to minimize ricochet and projectile travel distances.
- d. The shooting will take place out of the public view.
4. To perform and participate in department authorized firearms and defensive tactics training exercises.

B. When Specifically Not Authorized

Officers are not authorized to discharge a firearm in connection with the performance of official police duties under the following circumstances:

1. To fire a warning shot. (CALEA 4.1.3)
2. To stop a person who has been ordered to halt because of suspicion the person may have committed a crime, or to stop a person who is simply fleeing to avoid arrest.
3. To make an arrest or to stop the flight of a person who has committed only a misdemeanor or a felony against property.

4. When the discharge of a firearm would pose a serious threat to the life or safety of an innocent person.
- C. Firing Weapons at a Moving Vehicle
1. Shooting at a moving vehicle is generally dangerous to both officers and others. Additionally, shooting at a moving vehicle is generally ineffective. The substantial risks generated by the use of gunfire against moving vehicles, in combination with the likelihood that such gunfire will fail to achieve its goal, demand that officers resort to firing only in the most extreme and exceptional circumstances. The reasonableness of an officer's actions when firing a weapon at a moving vehicle will be examined from all the objective facts surrounding the incident.
 2. Firing a weapon at a moving vehicle is prohibited other than in exigent circumstances, and except when the officer reasonably believes that:
 - a. An occupant of a vehicle is using or threatening to use deadly force by means other than the vehicle.
 - b. Officers shall not intentionally stand and/or step into the path of a vehicle, creating circumstances where the use of deadly force becomes necessary.
 - c. Officers shall take into account the potential risks to vehicular and pedestrian traffic, and to any other bystanders, before making the decision whether to fire at or from a moving vehicle.
 - d. The sole fact that a vehicle's driver is attempting to avoid apprehension will not justify use of a firearm to attempt to stop the vehicle.

II. Firearms Display – Limitations and Prohibitions

Limitations and prohibitions apply to any firearm authorized by the Norfolk Police Department, in the performance of official law enforcement duties, both on and off duty.

A. Point or Brandish

Officers will not handle firearms unnecessarily and will not brandish or point firearms unless:

1. The officer encounters circumstances as described in Section I.A. of this order.

2. The officer encounters a situation that has the clear, reasonable, and distinct potential for escalating into circumstances described in Section I.A. of this order. Such situations may include but not limited to:

- a. Approaching persons known or suspected of carrying firearms, knives, clubs, or other dangerous weapons.
- b. Responding to felonies in progress.
- c. Responding to "shots fired" locations.
- d. Making high-risk vehicle stops.
- e. Approaching suspicious circumstances where police training would indicate such action is taken for the officer's safety and/or the public's safety.

B. Firearms will not be used as striking instruments to overcome resistance unless there are exigent circumstances as defined in G.O. OPR-120: Use of Force.

C. Concealment

Department issued handguns carried by officers in civilian clothing, on and off duty will be concealed from public view outside of police facilities unless performing a law enforcement action that might require swift action with badge prominently displayed. A supervisor may grant exceptions as needed, e.g. during extreme temperatures while gathering forensic evidence.

D. Firearms Security (CALEA 4.3.1f)

Officers are not authorized to leave their issued weapon unattended or unsecured at any time. All sworn officers are issued a pistol locking device when issued their service weapon. It is the responsibility of those sworn officers who are assigned a department issued weapon to properly care for and safely secure the weapon both on duty and off duty to promote the safety and prevention of unauthorized persons gaining access to the weapon. When off duty, officers must maintain control of the weapon or safely secure it with a locking security device.

III. Carrying Firearms Aboard Commercial Airlines

A. Commercial airline carriers and Federal Law restrict the carrying of firearms aboard commercial aircraft. When it is not essential that an officer carry a firearm on board a commercial aircraft, firearms are to be unloaded and secured within checked baggage prior to the flight.

B. When it is necessary for an officer on official business to carry a firearm on board a commercial aircraft, in keeping with Federal Regulations, the following procedures will apply:

1. The officer must have successfully completed the Transportation Security Administration's training course, "Law Enforcement Officers Flying Armed".
2. A letter will be drafted on department letterhead addressed to the commercial airline carrier, specifying the circumstances which require the officer to be armed.
 - a. It will be submitted for the approval and signature of the Chief of Police.
 - b. This letter must contain a detailed flight itinerary.
 - c. Upon arrival at the airline ticket counter, the letter is to be presented to the airline agent. The officer should identify himself or herself via badge and identification card, declare possession of a firearm, and request that the necessary security and airline personnel be notified.
3. The Pilot-in-Command can refuse to allow an armed law enforcement officer to board the aircraft due to safety reasons.
4. The officer must maintain complete control of the firearm at all times.

IV. Qualification with Weapons (CALEA 4.3.2,4.3.3)

By State mandate, officers are required to qualify regularly in the use of authorized weapons, prescribed as follows:

- A. For on-duty and special assignment weapons, officers are required to qualify with a certified firearms instructor on all authorized firearms before carrying them and requalify annually, thereafter, or as directed by the Commanding Officer, Training Division.
1. If an officer fails to qualify with an authorized weapon, the officer will immediately surrender the weapon to the Range Master until successfully qualifying with the weapon.
 2. The officer will be assigned to non-law enforcement duties and remedial training will be provided to the extent of the determination for continued law enforcement duties.

3. All firearms qualifications will be documented and maintained by the Firearms Training Center for each officer.
- B. To be approved to carry a back-up weapon, officers must:
1. Qualify annually with their City issued firearm on the Department of Criminal Justice Services mandated firearms course with a score of 75% or above.
 2. Qualify annually on the Norfolk Police Department's back-up weapon firearms course with the specific weapon as a back-up.
- C. For non-lethal special assignment weapons, an officer is required to requalify every two years at a minimum, or as directed by the Commanding Officer, Training Division with the exception of the ECW which requires annual training.
- D. Special Operations Team (SOT) weapons:
1. SOT members must qualify with their assigned team weapon a minimum of three times a year. This includes non-lethal weapons assigned to individual team members.
 2. SOT members must qualify with their issued handgun on the Close Quarter Battle (CQB) Pistol Course, three times a year. One of the three qualifications must be under night fire conditions.
- E. Patrol and Marine Rifles

A qualified Patrol Rifle Officer must:

1. Successfully complete the Norfolk Police Patrol Rifle Course.
2. Be certified proficient by authorized rifle trainers.
3. Renew certification and proficiency rating annually.

V. Approval of Firearms

A. Issued pistols

1. The issued pistol will be the primary weapon carried by officers for law enforcement purposes.
2. Magazines will be loaded to full capacity.

3. Only those specified firearms listed in Department Issued Firearms and Ammunition Specifications, Attachment C, of this order and back-up weapons, which have been approved by the Range Master, will be utilized for law enforcement purposes.
4. Officers working extra duty employment in uniform will carry their department issued pistol in accordance with ADM-380: Outside Employment and ADM-320: Dress and Personal Appearance.

B. Shotguns

In addition to firearm use qualification outlined in Section IV., use of shotguns will be in accordance with the following:

1. Unless unavailable, shotguns will be carried in all police vehicles assigned to a patrol district. When not being used, shotguns will be properly secured in the vehicle electrical shotgun racks, or properly secured in the trunk of any vehicle that is not equipped with an electrical shotgun rack. The shotgun shall be secured in the cruiser ready condition ie. fully loaded magazine, fully loaded side saddle, and a safety plug in the chamber of the shotgun. Exception: In the event that no officer assigned to such vehicle has qualified to use the shotgun, those officers shall not carry a shotgun in their vehicle.
2. Only those officers who have qualified with the shotgun will be authorized to use the weapon.
3. Shotguns assigned to police vehicles will be removed from the vehicle for use only when:
 - a. There is a need for firepower greater than that provided by the handgun.
 - b. There is a potential for serious injury to the officer and/or to citizens that could be prevented by the use of the additional firepower. Examples of such situations are:
 - (1) Holdup alarms, robbery in progress calls, and/or burglaries where the suspect is believed to be armed and on, or about, the premises.
 - (2) When a caller specifically indicates that a firearm is being used or has been used in the commission of a crime.
 - (3) Searching for suspects who are allegedly armed with a firearm.

- (4) With the approval of the officer-in-charge, shotguns may be used in stakeouts and raid details, where the need for greater firepower exists.
 - (5) To confront a vicious animal as outlined in Section I.A.3 of this order, when circumstances and conditions permit.
- 4. At the beginning of each shift, officers will inspect the shotgun assigned to them or their vehicle and ensure that: (CALEA 4.3.1f)
 - a. The shotgun is clean and functions properly.
 - b. In vehicles with electrically operated shotgun racks, the shotgun shall be properly stored in the rack. The shotgun is stored with the chamber empty, six shells will be kept in the magazine, and an orange safety plug will be loaded into the loading/ejection port with the safety in the "on" position. Six additional rounds will be kept in the ammunition carrier attached to the side of the shotgun.
- 5. Supervisor will be responsible for ensuring that only the minimum numbers of shotguns necessary are deployed in any particular incident.
- 6. When the need for the shotgun no longer exists, it will be returned to the vehicle as soon as possible.

C. Patrol Rifles

Patrol rifles will be deployed in situations when firepower and range capabilities are required to best facilitate provision of police services. An officer selected to use the patrol rifle will be designated a Patrol Rifle Officer (PRO) and is the person primarily responsible for its care.

- 1. Authorization

Only mandated range personnel, trained and qualified patrol rifle officers may clean, inspect, and use the Patrol Rifle, except for exigent circumstances as outlined in G.O. OPR-120: Use of Force.
- 2. Storage (CALEA 4.3.1f)
 - a. Patrol rifles and their storage cases will be assigned to each Patrol Division.
 - b. When not in service, patrol rifles will be secured in storage cases issued for that purpose in designated divisional storage cases. They will remain properly secured in storage cases at all times when not in use, including during transportation.

- c. Only magazines issued or approved by the Range Master may be loaded into the Patrol Rifle. The standard issued equipment is a thirty round magazine that will be loaded with twenty-eight rounds of issued ammunition.
- d. While on Harbor Patrol, officers will keep marine patrol rifles in a secure, watertight compartment.

3. Transportation

- a. In vehicles with electronically operated patrol rifle racks, the patrol rifle will be properly stored in that rack. The patrol rifle is stored with the chamber empty; an orange safety plug will be loaded in the ejection port with the safety in the "safe" position. A thirty round magazine loaded with twenty-eight rounds will be loaded in the magazine well and the extra magazine can be stored in the rack mounted magazine holder or on the officer's person in the approved manner.
- b. On-duty officers trained and qualified in use of the patrol rifle will carry a patrol rifle in their assigned vehicle.
- c. In the event a Patrol Rifle qualified officer is not operating a vehicle equipped with the electronically operated rifle rack, the officer will check at the beginning of a shift regarding patrol rifle availability. If a patrol rifle is available, it will be signed out and kept securely locked in the vehicle trunk or within the weapons mount of the vehicle.
- d. At the end of the shift, the officer shall check the rifle back into storage from which it was utilized.

4. Deployment

- a. Any certified Patrol Rifle Officer may deploy the rifle in the below situations outlined in Section V.C.4.c.. The deploying officer is responsible for notifying a supervisor of every deployment to ensure that the weapon was used in accordance with this order.
- b. Deployment of the marine rifle will be governed by the Homeland Security Division's Standard Operating Procedures.
- c. Deployment of the patrol rifle will follow authorizations given in G.O. OPR-120: Use of Force. The use of its greater range

capability and firing power encompasses but is not limited to, the following circumstances, in accordance with issued training:

- (1) To defensively control hostile fire from a designated target while extracting endangered officers or civilians.
- (2) At scenes of violence, such as schools or workplaces, where there is significant threat to lives.
- (3) When the suspect(s)' firepower is known or reasonably believed to exceed that of the department's issued pistol or shotgun.
- (4) When the suspect(s)' firepower is known or reasonably believed to preclude establishing a close containment perimeter.
- (5) Acts of terrorism or other criminal acts of significant violence involving multiple suspects and imposing an immediate threat to lives.

5. Report Procedure

An officer deploying the patrol rifle shall notify a supervisor of the deployment. The supervisor will notify the Field Commander with the details of the deployment. The deploying officers will be required to justify all uses of the rifle within the guidelines of this order. The Field Commander will list the incident on the Field Command Report.

D. Special Assignment Weapons

1. Special assignment weapons will be deployed to meet tactical or undercover assignments as determined by the Commanding Officer of the division utilizing the weapon.
2. All requests by commands to purchase special assignment weapons must be in writing and approved by their respective bureau chief and the Chief of Police. All special assignment weapon requests and purchases will be coordinated through the Range Master who will make a written determination, via the Commanding Officer of the Training Division, as to whether the weapon meets departmental standards. If the weapon does not meet the department's standards, the Range Master is required to supply alternatives.
3. The Training Division will maintain an inventory of all special weapons held by each command.

E. Non-Lethal Special Assignment Weapons (CALEA 4.1.4.4)

1. All non-lethal weapons (Electronic Control Weapons, Pepperball, Ferret Rounds, and Gas Launchers, etc.) will be properly secured in their respective divisions.
2. Other than where use or assignment of non-lethal weapons is a regular standard practice, all non-lethal weapons will be checked out only for special assignments and training that has been authorized by the Commanding Officer of the respective division or by the on-duty Field Commander.
3. Discharge of any non-lethal weapon will be documented according to G.O. OPR-120: Use of Force, S.O. 16-001: Electronic Control Weapon (ECW), and G.O. OPR-145 Electronic Reporting System.

F. Off-Duty Weapons (CALEA 4.3.1a)

1. The Norfolk Police Department encourages sworn personnel in good standing to carry their issued pistol off duty.
2. The Norfolk Police Department does not regulate the make or model of personally owned weapons carried by sworn off-duty personnel when they are not working in a law enforcement capacity.
3. Officers are encouraged to carry firearms concealed when off-duty and the officer must be in possession of both their police badge and City of Norfolk Identification Card. However, if an officer decides to carry a firearm unconcealed in an open carry position he/she will not display his/her Norfolk Police credentials.
4. Officers must justify any use of a firearm while off duty and will only deploy the weapon within the parameters of their training. In the event of discharge or use of an off-duty weapon, the requirements of Section X hereof apply.
5. In accordance with ADM-380: Outside Employment and ADM-320: Dress and Personal Appearance, the carrying of off duty weapons is not permitted when working extra duty in uniform.

G. Back-Up Weapons (CALEA 4.3.1a/b, 4.3.2, 4.3.3)

Any weapon that is purchased to be used as a back-up weapon must be approved by the Range Master. Officers are permitted to purchase and carry one personally owned firearm that may be used as a concealed back-up weapon. Officers must

pass a qualification course yearly and demonstrate the exact method for concealing the back-up weapon.

1. To ensure that the make, model and caliber will be approved for back-up carry, officers will consult with the Range Master prior to purchasing any back-up weapon. The following conditions apply to the use of back-up firearms:
2. The weapon and the method of concealment must be approved in writing by the Range Master by completing Norfolk Police Department Back-Up Approval Form PD-650. The Range Master will maintain the original documentation and forward a copy to the Personnel Section, Office of Support Services. The forwarded copy will be placed in the officer's personnel file. The officer must provide a copy of the approval letter to his/her Commanding Officer.
 - a. All back-up weapons must be approved by the Range Master.
 - b. All firearms carried as a back-up will be concealed and secured in an approved holster with the hammer lowered. (CALEA 4.3.1f)
 - c. The back-up weapon will only be used when the primary weapon has been seized or rendered ineffective.

H. Weapons personally assigned to individual officers or commands (designated for deployment in situations other than those of normally issued weapons), are subject to the same policies, rules and regulations as normally issued weapons.

VI. Purchase of Back-Up Weapons

- A. Only .380 caliber or larger, double action, semi-automatic pistols or revolvers will be approved for back-up use.
- B. Sworn personnel desiring to purchase a back-up firearm from a manufacturer or dealer will submit an application via the chain of command to their respective bureau chiefs.
- C. Once the authorization is granted, the original application and authorization will be returned to the requesting employee. The authorizing bureau chief will forward copies to the Officer-in-Charge (OIC) of the Property and Evidence Unit and to the Commanding Officer of the Office of Support Services.
- D. Firearms for delivery to the department will be shipped to the Norfolk Police Department, Property and Evidence Unit, Room 100, 811 E. City Hall Avenue, Norfolk, VA 23510.

- E. The OIC of the Property and Evidence Unit will accept only the privately purchased firearms for which he or she has a copy of the application and authorization.
- F. Nothing in this order is intended to regulate the purchase of firearms that do not require the department's authorization and/or receipt of the firearm.

VII. Maintenance, Inspection and Inventory (CALEA 4.3.1c)

It is imperative that all firearms be cleaned and maintained to ensure proper functioning at all times.

A. Service Weapon Inspection, Lubrication, and Cleaning Guidelines

1. All weapons will be cleaned and maintained as instructed by the Range Master. The Range Master will maintain a copy of the cleaning and maintenance policy and issue a copy of each officer during in-service training.
2. Firearms will be maintained in a manner to best ensure proper functioning and promote safety. Routine inspection, periodic lubrication and cleaning under normal use and conditions should not require any unusual expenditure of time. However, circumstances may dictate additional efforts to ensure proper functioning of issued weapons. In such cases, all weapon maintenance will be conducted by non-exempt sworn personnel while on-duty. Officers shall notify their supervisor for additional weapons maintenance and conduct the maintenance on-duty by responding to the Firearms Training Center or utilizing cleaning equipment issued to each patrol division.
3. Sworn personnel should inspect their City-issued firearm daily. This should be a quick visual inspection for defect, damage or dirt. The inspection should require approximately one minute to conduct.
4. Observed light dust or dirt on exterior surfaces should be removed using a soft cloth.
5. If any damage or defect is observed in an issued weapon, the officer shall notify his/her supervisor and arrange to take the weapon to the Firearms Training Center. The Range Master will take the issued damaged or defective weapon and make all necessary repairs according to the manufacturer's specifications to make the weapon safe and operational. If after review of the issued service weapon by the Range Master the damaged service weapon cannot be repaired, the Range Master will then issue another functioning service weapon to the officer. (CALEA 4.3.1d)

6. Officers are not to disassemble weapons beyond that of the trained field stripping procedures unless they have received factory authorized armorer instruction in disassembly techniques from authorized range personnel.
7. Supervisors or a designated firearms instructor will be responsible for the inspection of their immediate subordinates' weapons and ammunition and document inspections once each month to ensure they are properly cleaned and maintained in an unaltered condition. Inspection results will be recorded on PD-945, Firearms Inspections Record, Attachment A. Supervisors will ensure that the most current version of the PD-945 is used. (CALEA 4.3.1c)
8. Circumstances may occur requiring weapon cleaning and lubrication beyond the recommended schedules outlined above. Such circumstances may include, but are not limited to, discharges and excessive exposure to moisture, dirt, sand or other agents impairing proper functioning. No nonexempt sworn personnel shall conduct weapon maintenance or cleaning other than when on-duty during normal work hours, unless the additional time is pre-authorized by the officer's supervisor. See G.O. ADM-390: Additional Time.
9. Routine loading or unloading of firearms will be carried out using safety traps provided specifically for that purpose. Safety traps have been installed in 10 police locations listed in Locations of Firearms Safety Traps, Attachment B.
10. At no time will officers alter, modify or change, nor cause or allow an unauthorized party to alter, modify or change, a department issued weapon.
11. The Firearms Training Center staff will perform all detailed maintenance and approved modifications on issued weapons. Special assignment weapons may be maintained by factory authorized armorers under the direct supervision of Firearms Training Center staff when authorized by the Commanding Officer, Training Division.
12. Firearms will receive an annual cleaning and preventive maintenance check at the Police Firearms Training Range. The Firearms Training Center will maintain documentation of annual cleaning. (CALEA 4.3.1c)
13. If work is performed on a personal weapon that has previously been approved for back-up use, the Range Master must inspect that weapon before further back-up use is authorized.

14. Personal weapons approved for back-up use must be inspected yearly by the Range Master. (CALEA 4.3.1c)
15. The Range Master will be responsible for maintaining an inventory of all weapons purchased by the Norfolk Police Department. (CALEA 4.3.1e)
16. The Range Master will be responsible for maintaining an inventory of all approved back-up weapons carried by officers working in a law enforcement capacity to include the types and specifications authorized for back-up weapons. (CALEA 4.3.1a/b/e)

B. Shotgun Maintenance (CALEA 4.3.1c)

1. Commanding officers will ensure that all shotguns are cleaned and inspected for damage every month.
2. Any malfunctions or other operational problems with the shotgun discovered during maintenance or any other time will be reported as soon as possible to the range personnel.
3. Personnel authorized by the Commanding Officer, Training Division or the Range Master will conduct all repairs and/or modifications to the shotgun.

C. Patrol Rifle Maintenance (CALEA 4.3.1c)

1. Divisions issued patrol rifles will assign a qualified Patrol Rifle Officer (PRO) to conduct monthly maintenance for the respective division's patrol rifles and document the maintenance on PD-945.
2. Patrol rifles will be field stripped, cleaned and inspected by the assigned patrol rifle qualified officer every month.
3. Any malfunctions or other operational problems with the patrol rifle discovered during maintenance or any other time will be reported as soon as possible to range personnel.
4. Parts of the patrol rifle shall not be removed or interchanged with other patrol rifles unless authorized by range personnel.
5. Personnel authorized by the Commanding Officer, Training Division or the Range Master will conduct all repairs and/or modifications to the patrol rifle.
6. Personally assigned weapons must be properly inspected and maintained in the same manner as patrol rifles assigned to specific commands.

VIII. Ammunition

- A. Departmental weapons will be loaded only with issued ammunition and specified ammunition listed in Firearms and Ammunition specifications, Attachment C of this order.
 - 1. New ammunition will be issued by the Range Master during the annual range inspection or as otherwise stipulated.
 - 2. If ammunition becomes damaged, officers will return the damaged ammunition to the Firearms Training Center to obtain replacements.
- B. Only ammunition approved by the Range Master and purchased at the officer's own expense, may be used for back-up weapons.
- C. Additional ammunition will only be carried in an ammunition holder approved by the Range Master.
- D. To reduce the possibility of a malfunction, ammunition stored in the magazine that is normally loaded in the officer's pistol will be rotated at least once a month.
- E. All ammunition and munitions for special assignment weapons must be approved by the Range Master and specified in Firearms and Ammunition specifications, Attachment C of this order.

IX. Range Safety and Use

A. Range Safety

1. Compliance

The Commanding Officer, Training Division, is responsible for the overall operation and safety of the Police Firearms Training Facility and ensuring compliance with this section by all personnel assigned to or using the facility.

2. Hearing Impairment

- a. Personnel assigned to the range for eight weeks or more during any 12-month period will be required to undergo audiometric testing and evaluation prior to assignment and once annually thereafter during such assignment. Successful completion of the audiometric evaluation is essential for initial and continued assignment at the range. Documentation of the audiometric testing and evaluation will be placed in the individual's personnel medical record.

- b. Personnel who demonstrate a hearing loss on the audiometric evaluation will be immediately reassigned and a claim for worker's compensation will be completed in coordination with the City's Division of Risk Management.
 - c. Personnel assigned to or using the range must use ear protection while firing is in progress except during limited training scenarios.
- 3. Lead intoxication
 - a. Personnel working as trainers and those firing on the range should wash face and hands immediately upon leaving the range and have a complete body shower as soon as possible. This will reduce exposure to lead particles generated by the firing of weapons.
 - b. In addition, personnel assigned to the range for 12 or more continuous months must undergo an annual blood-lead analysis. Range personnel who exceed acceptable blood-lead levels will be immediately reassigned to allow their blood-lead levels to return to normal.

B. Range Use by External Agencies

- 1. External agencies requesting use of range facilities must receive written permission from the Chief of Police to utilize range facilities for firearms training.
- 2. The Assumption of Risk Acknowledgement Form (Attachment D) prepared by the City Attorney's Office must be included with the request.
- 3. The Office of the Chief of Police will provide authorization to the Commanding Officer, Training Division for external agency range usage.

X. Report and Review Procedures (CALEA 4.2.1a/b/c) (CALEA 4.2.2)

A. Reports by Officers and Commands

Officers must be prepared to explain and justify any use of a firearm, excluding training purposes and recreational firearm activities, and must comply with the following report procedures:

- 1. If on-duty, the officer must immediately notify his or her supervisor, who must immediately notify the Field Commander.
- 2. If off-duty, the officer must notify the Field Commander.

3. As directed in G.O. OPR-145 Electronic Reporting System, the immediate supervisor of an officer must complete a use of force report via the Electronic Reporting System on behalf of the officer for negligent discharge whether on or off duty, and in the shooting of a vicious animal. A homicide section supervisor will complete a special incident report via the Electronic Reporting System on behalf of the officer when the deployment of a K-9 dog in an incident results in the death of an individual, and/or when the officer intentionally discharges a weapon, whether in self-defense or in the defense of others.

B. The Police Firearms Review Panel

The Police Firearms Review Panel will review the circumstances of all firearm discharges to determine whether the officer acted in accordance with departmental training and policies. The complete panel review procedures are outlined in G.O. OPR-410: Deadly Force Incidents.

C. Annual Firearms Use of Force Review (CALEA 4.2.4)

1. An annual Firearms Use of Force review will be conducted by the Range Master. The report will summarize Firearms Use of Force activities, trends, training, and policies of the former year and will be submitted to the Commanding Officer of the Training Division.
2. The Commanding Officer of the Training Division will use the results of the Firearm Review in the annual analysis of ALL use of force incidents as required in G.O. OPR-120: Use of Force.

XI. Firearms Training (CALEA 4.3.2) (CALEA 4.3.4)

A. Utilization of Department Issued Weapons outside the Norfolk Police Department Firearms Training Center by non-exempt employees.

1. No sworn non-exempt personnel are authorized to shoot and/or practice with any department issued firearms at any outside facility.
2. If a unit requires training at a special facility outside of the Norfolk Police Department's Firearms Training Center, then the O.I.C. of that unit will submit a request for approval to the range master prior to the date of the scheduled training.

B. Basic Training Requirements

1. The Commanding Officer of the Training Division will ensure that all personnel are properly instructed in the policies and procedures provided in this general order.

2. The Range Master will provide regularly scheduled in-service firearms instruction and qualification with any weapon to be carried for law enforcement purposes.
3. Training for back-up weapons will be given as a specifically designed course which will include an agility test to ensure weapon retention.

C. Training for Non-Lethal Weapons

1. All officers selected to operate a non-lethal weapon must be certified and/or trained in the use of that specific type of weapon. Commands may run their own certification and training schools with prior approval from the Training Division. Schools outside of the department are permissible for training and recertification if recognized by the Training Division to meet the department's standards.
2. All training must be documented to include lesson plans, names of instructors, sponsoring agencies, training dates, times, and locations. All documentation must be submitted to the Training Division.

D. Training for Special Operations Team (SOT) Weapons

1. Team Members certified as Department of Criminal Justice Services (DCJS) Firearms Instructors may conduct firearms training for the SOT. Training officers for the SOT must keep records of all scores and courses and furnish copies of scores and courses to the firearms Range Master. All training courses must be approved in advance by the Range Master.
2. It is the firearms Range Master's responsibility to periodically monitor SOT firearms training and maintain documentation of their firearms training.

E. Patrol Rifle Officers (PROs) and officers assigned to Marine rifles must qualify annually with a score of 90 or better on the PRO qualification course.

Definitions (CALEA 4.1.2)

- A. Reasonable Belief: Facts or circumstances the officer knows, should know, or has reason to know are such to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.
- B. Serious Physical Injury: Physical injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long-term loss or impairment of the function of any bodily member or organ.
- C. Deadly Force: An amount of force that is likely to cause either serious bodily injury or death to another person.
- D. Back-Up Weapon: Any weapon carried by on-duty, sworn personnel, in addition to the City issued firearm, and is subject to the same policy, rules, and regulations as an issued weapon. Officers authorized to carry a backup weapon on duty may carry the backup weapon in the same approved manner while working “extra duty” employment.
- E. Special Assignment Weapon: A specific purpose weapon assigned to divisions, to be employed only by designated personnel in situations requiring weapons other than those of normally issued weapons, and is subject to the same policy, rules, and regulations as an issued weapon.
- F. Non-lethal weapons: Weapons designed and employed to incapacitate persons while minimizing fatalities and serious injuries to officers, bystanders and subjects. A non-lethal weapon does not have a zero probability of producing fatalities or serious injuries; rather, it is intended to significantly reduce the risk of such fatalities or injuries as compared with lethal weapons such as firearms. Any use of force presents some degree of risk of death or serious physical injury.

Related Documents

- 1. G.O. ADM-320: Dress and Personal Appearance
- 2. G.O. ADM-380 Outside Employment
- 3. G.O. ADM-390: Additional Time
- 4. G.O. ADM-498: Retired Officers’ Weapons
- 5. G.O. OPR-120: Use of Force
- 6. G.O. OPR-140: Special Incident Reports (SI)
- 7. G.O. OPR-410: Deadly Force Incidents
- 8. G.O. OPR-640: K-9 Patrol and Explosive Detector Dogs
- 9. S.O. 06-001: Plainclothes Duty Assignments by Field Operations Personnel

Attachments

- A. PD 945, Firearms Inspection Record
- B. Locations of Firearm Safety Traps
- C. Firearms and Ammunition Specifications
- D. Assumption of Risk Acknowledgement

FIREARMS INSPECTIONS RECORD

[illegible]

Rev. 11/17 TRD INSTRUCTIONS: Supervisors will sign this PD-945, save as a PDF, then email to PD-Firearms Training Center as an attachment by the 5th of the following month. Used by all Commands

**PD 945, Firearms Inspection Record
Instructional Sheet**

It is essential that all commands complete the PD 945, Firearms Inspection Record, in the same format for sorting purposes. The chart below gives an explanation and example for each column heading. Commands will complete the Excel version of the form and forward an electronic copy to **PD – Firearms Training Center** as an attachment using the City’s email system by the 5th of the following month.

COLUMN	EXPLANATION	EXAMPLE
Inspection Month/Year (MM/YY) and Date	Column heading - enter the numerical month/year of inspection	07/06
	Date – the inspection was conducted, enter only numerical digits	071506
Division (Div.)	Enter the abbreviation of the command performing the inspection	1 st (First Patrol Division)
Name and Employee ID Number (No.)	Type last name, initials and employee ID number of officer whose firearm was inspected; do not include rank or title	Brown, AB 12345
Make & Model	Make and model number of firearm under inspection	Glock 17
Serial Number (No.)	Serial number as shown on firearm	ABC123
Pass or Fail	Indicate whether firearm passes or fails the firearms inspection, drop down window defaults to pass, must select fail to change.	Fail
Condition if Failed	Enter short explanation	Firing pin bent
Corrected NA, Yes or No	Indicate if the failed condition of the firearm was corrected, drop down window defaults to NA, must select yes or no	No
Outcome if not Corrected	Brief word or two	Sent to Range
Round Count	Number of rounds for each weapon.	40(.45 G21) 31(.45 G30) 50(9mm G17) 46(9mm G19) 12 (.00 Buck) 56 (.223 62g. Bonded)
Inspected By and Employee ID No.	Type last name, initials and employee ID number of officer who conducted the inspection; do not include rank or title	Smith, AB 56788

Note: To send the document as an attachment, while document is open, select: File, Share, Email, Send as Attachment, and address to **PD – Firearms Training Center**.

LOCATION OF FIREARM SAFETY TRAPS

1. Police Administrative Building
2. Police Operations Center (POC)
3. First Patrol Division (POC)
4. Second Patrol Division
5. Third Patrol Division
6. Detective Division (POC)
7. Vice and Narcotics Division (POC)
8. Traffic Unit
9. K-9 Building
10. Pistol Range

Department Issued Firearms and Ammunition Specifications (CALEA 4.3.1. a/b)

Type:	Handgun:		
Make:	Glock		
Model:	17	19	26
Nomenclature:	Semi-Auto Pistol	Semi-Auto Pistol	Semi-Auto Pistol
	Magazine cap- 17	Magazine cap- 15	Magazine cap- 10
Authorized Ammunition:	Speer, Gold Dot 9mm Luger +P 124 GR. JHP		

Type:	Handgun:	
Make:	Glock	
Model:	21	30
Nomenclature:	Semi-Auto pistol	Semi-Auto Pistol
	Magazine cap -13	Magazine cap-10
Authorized Ammunition:	Speer, Gold Dot .45 Auto 230 GR. JHP	

Type:	Shotgun:		
Make:	Remington		
Model:	870 Police Magnum		
Nomenclature:	12 gauge		
	Magazine cap 6 with extended magazine tube		
	Pump Action		
	18" barrel, KNOXX stock		
Authorized Ammunition:	Federal Tactical 00 Buck 2 ¾", 9 pellets, beanbag rounds, breaching round		

Type:	Rifle:	
Make:	Smith & Wesson	
Model:	M&P Carbine	
Nomenclature:	Semi-Auto rifle , 16" barrel	
Authorized Ammunition:	.223 federal 62 GR. Bonded	

Type:	Gas gun	
Make:	Penn Arms	
Model:	SL-6 (Multi Launcher)	
Nomenclature:	37mm, 6 shot, magazine wind, 12" smooth bore barrel, double action trigger	
Authorized Ammunition:	37mm OC gas, 37mm CS gas	

Department Issued Firearms and Ammunition Specifications (CALEA 4.3.1. a/b)

Type:	Rifle: M-4
Make:	Knights Armament
Model:	SR-16
Nomenclature:	Semi auto / Full auto, 11.5 inch barrel
Authorized Ammunition:	.223 federal 62 GR. Bonded

Type:	Rifle: M-4
Make:	Bushmaster
Model:	XM-15 E2S
Nomenclature:	Semi auto / Full auto, 11.5 inch barrel
Authorized Ammunition:	.223 federal 62 GR. Bonded

Type:	Rifle: Barrett
Make:	.50 Cal
Model:	M82 A1 CQ
Nomenclature:	Semi-Auto rifle , 20" barrel, 10 round Mag
Authorized Ammunition:	651 grain FMJ, 750 grain Match

Type:	Rifle: Sniper
Make:	Remington
Model:	700 Police
Nomenclature:	Bolt action, fixed magazine, 24" barrel
Authorized Ammunition:	.308 168 grain Match, 168 grain Tactical Bonded

Department Issued Firearms and Ammunition Specifications (CALEA 4.3.1. a/b)

Type:	Rifle: Sniper
Make:	LaRue
Model:	OBR
Nomenclature:	Semi-Auto rifle , Magazine fed, 20" barrel
Authorized Ammunition:	.308 168 grain Match, 168 grain Tactical Bonded

Type:	Rifle: Sniper
Make:	Knight's Armament
Model:	SR-15 Match
Nomenclature:	Semi-Auto rifle , Magazine fed 18" barrel
Authorized Ammunition:	.223 federal 62 GR. Bonded

Type:	SIM Pistols:
Make:	Glock
Model:	17
Mag Cap:	17
Authorized Ammunition:	Speer, LE Force on Force, 9mm Marker Training Ammunition

Type:	Rifle:
Make:	Colt ®
Model:	6940
Nomenclature:	Semi-Auto Rifle, 16" barrel
Authorized Ammunition:	.223 Federal 62 GR. Bonded

Department Issued Firearms and Ammunition Specifications (CALEA 4.3.1. a/b)

Type:	Rifle:
Make:	Colt ®
Model:	6920
Nomenclature:	Semi-Auto Rifle, 16" barrel
Authorized Ammunition:	.223 federal 62 GR. Bonded

Type:	Baton
Make:	Monadnock
Model:	MP Straight Baton
Nomenclature:	Rigid, 1 ¼" Polycarbonate, Grenade Grip
Authorized Size:	24"

Type:	Baton (Optional Purchase)		
Make:	Monadnock		ASP
Model:	MX-24 Expandable	AutoLock	Talon
Nomenclature:	Positive Lock, Polycarbonate	AutoLock,	DiscLock
Authorized Size:	24"	21", 23", 26"	16", 21", 26"

Type:	Electronic Control Weapon
Make:	TASER ® International
Model:	X2
Nomenclature:	Enhanced Shaped Pulse technology
Authorized Cartridges:	TASER Cartridge: X2-25" and X2-35" Smart Cartridge

Type:	OC Spray:
Make:	SABRE ®
Model:	SABRE Red
Nomenclature:	10% OC (Oleoresin-Capsicum)
Authorized Delivery Systems:	Aerosol Projector

Department Issued Firearms and Ammunition Specifications (CALEA 4.3.1. a/b)

Type:	Pepperball Technologies: less than lethal
Make:	Pepperball
Model:	Carbine - SX
Nomenclature:	Semi-Auto, compressed air operated, hopper fed
Authorized Ammunition:	.68 grain Capsaicin rounds



ASSUMPTION OF RISK ACKNOWLEDGEMENT

_____, realize that the handling and use of firearms for training purposes at the Norfolk Police Department Firearms Training Center involves dangers and risks of injury and death which cannot be avoided even by the use of stringent safety procedures, and risks which exist regardless of the exercise of care by staff personnel assigned to such Range. I realize that these risks include, but are not limited to the accidental discharge of firearms by other users, the accidental wounding of users of the Range by other users of the Range, the accidental explosion of ammunition and possible bullet fragments injuring a shooter.

I hereby acknowledge that I fully understand and appreciate the foregoing risks and hazards which could result in serious injury or death to me, regardless of safety precautions taken by Range staff and without negligence by Range staff, and with full appreciation of such risks and hazards have voluntarily elected to participate in the use of firearms at such Range.

I further acknowledge that the operation of the Norfolk Police Firearms Training Center is operated as part of the operation of the Norfolk Police Department, and that its operation requires the use of judgment and discretion by City personnel assigned to the Range.

(Name – Signature)

(Witness)

(Name – Printed)

(Date)

(Organization)